

APPENDIX I

GLOSSARY

ABBREVIATION-A shortened form of a written word or phrase used in place of the whole.

ABSENTEE-A person missing at a muster.

ACCESS-The ability and opportunity to obtain knowledge or possession of classified information.

ACRONYM-A word formed from the initial letter or letters of each of the successive parts or major parts of a compound term.

ACTIVITY-An organizational unit designated to perform a specific mission or function.

ADMIN OFFICE-As used in relation to optical character recognition documents, any personnel, administrative, or executive office that has responsibility for preparing OCR input documents and for maintaining personnel records.

BOARD OF INVESTIGATION-An investigatory body of one or more persons. No power of subpoena. General term for all such bodies below court of inquiry.

BRIEFING-Conference or meeting held to give instruction or provide details on a specific operation.

CONUS-Continental United States.

CONVENING AUTHORITY (CA)-The command legally empowered to organize courts-martial, courts of inquiry, and boards of investigations.

CORRESPONDENCE-As used in the Navy, the term that applies to all written material including publications, letters, memorandums, and forms.

COURT OF INQUIRY-Three or more officers convened by any person authorized to convene a general court-martial to investigate something. Has subpoena power. Designated witnesses may have counsel.

DEERS-Defense Eligibility Enrollment System.

DIRECTIVE-Military communication in which policy is established or a specific action is ordered; plan issued with a view to placing it in effect so directed, or in the event that a stated contingency arises; any communication that initiates or governs action,

conduct, or procedure. An instruction, notice, or change transmittal.

DIRECTIVE CONTROL POINT-The individual within a command whose job it is to oversee all aspects of the Directives Issuance System.

DISCHARGE-A complete severance from all military service in the U.S. Navy or U.S. Naval Reserve.

DODPM- *Department of Defense Pay Manual*.

DTG-Date-time-group.

ENLTRANSMAN- *Enlisted Transfer Manual*.

ER-Efficiency review.

FLEET RESERVE-A form of retirement by which a naval member who has completed more than 20 but less than 30 years of active duty is released from active to an inactive status.

FRC-Federal record center.

GCM-As used in naval justice matters, general court-martial.

JAGMAN- *Manual of the Judge Advocate General*.

JFTR- *Joint Federal Travel Regulations*.

LSMP-Logistics Support Mobilization Plan.

MAPMIS-Manpower and Personnel Management Information System.

MAPTIS-Manpower, Personnel, and Training Information Systems.

MCM- *Manual for Courts-Martial, United States, 1984*.

MILPERSMAN- *Naval Military Personnel Manual*.

NAAS-Navy Activity Accounting Subsystem.

NARA-National Archives and Records Administration.

NAVAL MESSAGE-A typed piece of naval correspondence that is transmitted via telecommunications.

NAVPTO-Navy passenger transportation office.

NEC-Navy enlisted classification code.

NJP-As used in naval justice matters, nonjudicial punishment.

NMARS-Navy Manpower Authorizations and Requirements Accounting Subsystem.

NMESS-Navy Manpower End Strength Accounting Subsystem.

NMP-Navy manning plan.

NTI-Navy travel instructions.

OUTCONUS-Outside the continental United States.

PAYPERS MAN- *Navy Pay and Personnel Procedures Manual*.

PCS-Permanent change of station.

PER DIEM-The allowance authorized to cover the cost of quarters, subsistence, and other necessary incidental expenses related to travel.

PERSUPPDET (PSD)-Personnel support activity detachment.

PPBS-Planning Programming Budget System.

PROCEED TIME-A period of time authorized on PCS transfers that is granted to ease the necessary personal arrangements involved in a PCS move.

PRR-Passenger reservation request.

PSHMDS-Preliminary shore manpower documents.

PSMDS-Preliminary ship manpower documents.

PSMDS-Preliminary squadron manpower documents.

RATE-The military rate of an enlisted person, such as PO3, CPO, MCPO.

RATING-The professional rating of an enlisted person, such as Yeoman, Personnelman, Quartermaster, Postal Clerk.

SCM-As used in naval justice matters, summary court-martial.

SDSPROMAN- *Source Data System Procedures Manual*.

SEAOPDET-Sea Operational Detachment.

SEPARATION-The broad term used to describe any of the various reasons an individual discontinues active duty service. Types of separation include discharge, release from active duty, transfer to the Fleet Reserve, and retirement.

SGLI-Servicemen's Group Life Insurance.

SORM-Standard *Organization and Regulations of the U.S. Navy Manual*.

SPCM-As used in naval justice matters, special court-martial.

SSC-Sea/shore code.

SSIC-Standard subject identification code.

TAD-Temporary additional duty.

TDRL-Temporary disability retired list.

TICKLER FILE-A file that may be established and used to remind administrative personnel of pending actions or events.

UA-Unauthorized absence. The proper all-inclusive term for a naval person absent without authority from the command to which assigned.

UCMJ- *Uniform Code of Military Justice*.

VA-Veterans' Administration; now Department of Veterans Affairs.

APPENDIX II

REFERENCES USED TO DEVELOP THE TRAMAN

NOTE: Although the following references were current when this TRAMAN was published, their continued currency cannot be assured. Therefore, you need to be sure that you are studying the latest revision.

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